

4 February 1988

MEMORANDUM FOR: Director, FBIS

FROM:   
Chief, Production Group

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SUBJECT: Out-of-Cycle Promotion:

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1. This memorandum requests your approval for the out-of-cycle promotion of  JPRS Editorial Assistant, from GS-06 to GS-07 effective the first pay period in March.

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2.  was promoted from GS-05 to GS-06 on 17 February 1985. In July 1986 she was inducted into the new secretarial system as an IS-02 although her occupational title was publications typist and she had no secretarial duties or responsibilities.  was reconverted to GS-06 on 22 November 1987. The confusion and uncertainty resulting from  transfer from the GS to the IS schedule and her consequent anomalous situation caused her to miss at least one opportunity for promotion from GS-06 to GS-07 in the fall of 1986. Since 05 August 1987  has been occupying the position and performing the duties of GS-07 editorial assistant. Her most recent PAR for the period December 1986-November 1987 rated  performance as an overall 6.  previous two PARs also had overall ratings of 6.

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3. Your approval of this requested action will appropriately recognize  for her proven record of sustained excellent performance.

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APPROVED:

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Director, FBIS

2/5/88  
Date

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